

<h2 style="text-align: center;">2017 KDADS CDDO PEER REVIEW PREPARATION GUIDE</h2>	<p>CDDO Name: Primary Contact: # of Affiliates: # of Unduplicated Persons served: Date of Review:</p>
<p>CDDO Checklist of Materials Readily Available Onsite for most recent 12 months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Roster of Council of Community Members and meeting notes <input type="checkbox"/> Current Affiliate Agreements <input type="checkbox"/> Mailing Lists for CDDO and CSP <input type="checkbox"/> CDDO Policies including public hearing notices and approvals <input type="checkbox"/> Evidence of CSP input on CDDO area management <input type="checkbox"/> Position descriptions for personnel that have both CDDO and CSP job duties. (current) <input type="checkbox"/> Evidence of a process for affiliation and its monitoring (current) <input type="checkbox"/> Description of process for State Aid <input type="checkbox"/> Description of process or procedure for crisis/exception requests <input type="checkbox"/> Evidence eligibility staff have completed training requirements. Copy of CDDO Training Program for eligibility (current) <input type="checkbox"/> Description of process for persons to change service providers <input type="checkbox"/> Eligibility determination sample letter (current) <input type="checkbox"/> Sample of CDDO Transfer Notification form (current) <input type="checkbox"/> Provider change notifications (1 year) <input type="checkbox"/> Provider choice list <input type="checkbox"/> Evidence of annual notification of available community services for persons residing in ICFs <input type="checkbox"/> Evidence of dispute resolution data maintenance and evaluation <input type="checkbox"/> Previous years Performance Improvement Plans <input type="checkbox"/> Copy of application packet & description of eligibility process <input type="checkbox"/> List of any cancelled/suspended affiliation agreements <input type="checkbox"/> ICF/IID admissions documentation <input type="checkbox"/> List of crisis/exception requests 	<p>CDDO Desk Review Materials Sent to KDADS (<u>One month prior</u> to review for most recent 12 months</p> <ul style="list-style-type: none"> <input type="checkbox"/> Most Current CDDO Policies <input type="checkbox"/> List of persons who have changed service providers <input type="checkbox"/> List of persons assessed for eligibility including contact information and the determination (be sure to include telephone number) <input type="checkbox"/> List of Affiliates by provider type including contact information (Email addresses especially) <input type="checkbox"/> Copy of Newsletters if applicable (1 year) <input type="checkbox"/> BASIS list <input type="checkbox"/> Crisis exception submissions – list of individuals <input type="checkbox"/> List of individuals living in ICF/MR and state institutions whose home county is your CDDO catchment area <p>KDADS Duties Prior to Review:</p> <ul style="list-style-type: none"> <input type="checkbox"/> KDADS will select/train the review team <input type="checkbox"/> Schedule review dates with CDDO <input type="checkbox"/> Distribute review information to team members <input type="checkbox"/> Conduct consumer interviews <input type="checkbox"/> Review all submitted desk review materials <p>PLEASE NOTE: CDDO SHOULD SEND THE STATED DESK REVIEW MATERIALS TO KDADS VIA THE HCBS GENERAL UPLOAD UTILITY TOOL LOCATED ON THE KDADS WEBSITE NO LATER THAN ONE MONTH PRIOR TO YOUR DESIGNATED REVIEW DATE. INSERT IN “NOTE” SECTION: PROVIDER COMPANY NAME & “PEER REVIEW DOCUMENTS FOR DESK REVIEW”</p>